

Welcome to the Cross- agency Statewide Work First/JET Training (Part 1)



Speakers

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- Janet Howard – Deputy Director, Bureau of Workforce Programs
- Moderator – Kevin Joyce, Michigan Works! Association

Training Objectives

- To learn when to defer and when to refer a client to the Michigan Works! Agency.
- To become familiar with Allowable Activities and Core/Non-Core categories.
- To recognize question types in the FAST.
- To learn to complete computerized FSSP and work activity log screens.

Order of Topics

- Section 1: Defer or Refer to MWA?
- Section 2: Allowable Activities
- Section 3: Family Automated Screening Tool (FAST)
- Section 4: Family Self-Sufficiency Plan (FSSP)

Section 1: Defer/Refer

- By “defer” we mean temporarily excusing the client from work participation requirements due to age, child-rearing, or physical or mental illness/incapacity.
- By “refer” we mean connecting the client with the MWA for participation in the Work First program.

Section 1: Defer/Refer

Refer to pages 3, 4 and 5 of the DHS JET training packet for detailed information about whom to defer.

Section 1: Defer/Refer

*Current policy stipulates that all FIP clients who are neither deferred nor satisfying work participation requirements be referred to the MWA. **All** clients referred to Work First are expected to participate up to 40 hours per week unless adjusted according to limitations.*

-- PEM 230A

Section 1: Defer/Refer

Do not refer the following individuals to Work First

- FIP applicants.
- Dependent children age 16/17 who are full-time students.
- Dependent children age 18/19 who are full-time students and who expect to graduate by age 20.
- Refugees (see PEM 630).
- Clients served by tribal agencies under the Native Employment Works Program.

Section 1: Defer/Refer

The aim of Work First is to engage clients in activities that will lead them towards economic self-sufficiency.

The State of Michigan has a clearly-defined set of activities that are allowed choices for participants.

Section 2: Allowable Activities

- Core Activities must comprise at least 20 hours of each work week.
- Non-Core Activities may be undertaken after 20 hours' worth of Core Activities have been completed.

Section 2: Allowable Activities

Core Activities

- Unsubsidized Employment.
- Subsidized Public- or Private-sector Employment.
- On-the-Job Training.
- Job Search and Job Readiness Assistance.
- Work Experience.
- Community Service Programs.

Section 2: Allowable Activities

Core Activities *continued*

- Providing Childcare for Children of Participants in Community Service Programs.
- Vocational Education Training (for not more than twelve months).

Section 2: Allowable Activities

Non-Core Activities

- Job Skills Training.
- Education Directly Related to Employment (basic educational skills training).
- Secondary Education (including high school completion and GED preparation).

Section 2: Allowable Activities

Refer to pages 8, 9 and 10 in the DHS JET packet for more information about Core and Non-Core Activities, and for definitions of some key categories and terms.

Section 3: Family Automated Screening Tool (FAST)

The Family Automated Screening Tool, or FAST, is a 50-question Web survey that begins to identify a client's strengths and barriers to family functionality and successful employment. The answers will pre-fill various sections of the FSSP. Thus, the FAST is one of the first steps in the development of a useful FSSP.

Section 3: Family Automated Screening Tool (FAST)

A FAST notice (DSH 1535 or 1536) is automatically sent to FIP/RAP WEIs in the JET pilot counties at case opening. Clients may complete the FAST from any computer with internet access – at home, a public library, local JET office or local DHS office. The FAST questionnaire can be found at: **www.michigan.gov/fast**

Section 3: Family Automated Screening Tool (FAST)

Completion of the FAST will take approximately 30 minutes depending on the individual's computer and literacy skills. When the client submits the completed FAST s/he will be given a confirmation number to print as verification of fulfillment of this requirement.

Section 3: Family Automated Screening Tool (FAST)

DHS and JET/WF workers may assist individuals with disabilities or low literacy skills that prevent successful completion of the FAST. Otherwise, those without internet access may complete the FAST on paper (DHS-595). In this case, DHS staff will enter info for deferred clients; JET/WF staff will do so for referred clients.

Section 3: Family Automated Screening Tool (FAST)

These are the instructions given to each client:

“When you receive cash assistance through the Family Independence Program (FIP), you must participate in employment and/or family strengthening activities up to 40 hours per week. These activities will be part of your Family Self-Sufficiency Plan. Answering the following questions is the first step in creating your plan. Your answers will tell us about your family’s strengths and needs, and also things that you are already doing that could count towards your 40 hours.

Section 3: Family Automated Screening Tool (FAST)

“You can choose to skip any of the questions. However, the more you tell us about your family, the better we will be able to help you. Select ‘skip’ if the question doesn’t apply to you or you do not want to answer the question.

“If you do not complete this screening tool, you could lose your cash assistance and your Food Assistance could be reduced.”

Section 3: Family Automated Screening Tool (FAST)

The full FAST questionnaire is reprinted in the DHS JET training packet. You can familiarize yourself with the questions by consulting a paper copy of the FAST (DHS-595).

Section 4: Family Self-Sufficiency Plan (FSSP)

The FSSP is a Web-based service plan designed to be used by multiple agencies for optimal case management. Use of the FSSP by multiple agencies will eliminate the client's need to comply with multiple plans.

Section 4: Family Self-Sufficiency Plan (FSSP)

The FSSP is used to collect, document and report on clients' participation in employment, education and family strengthening activities that will ultimately lead to economic self-sufficiency.

Section 4: Family Self-Sufficiency Plan (FSSP)

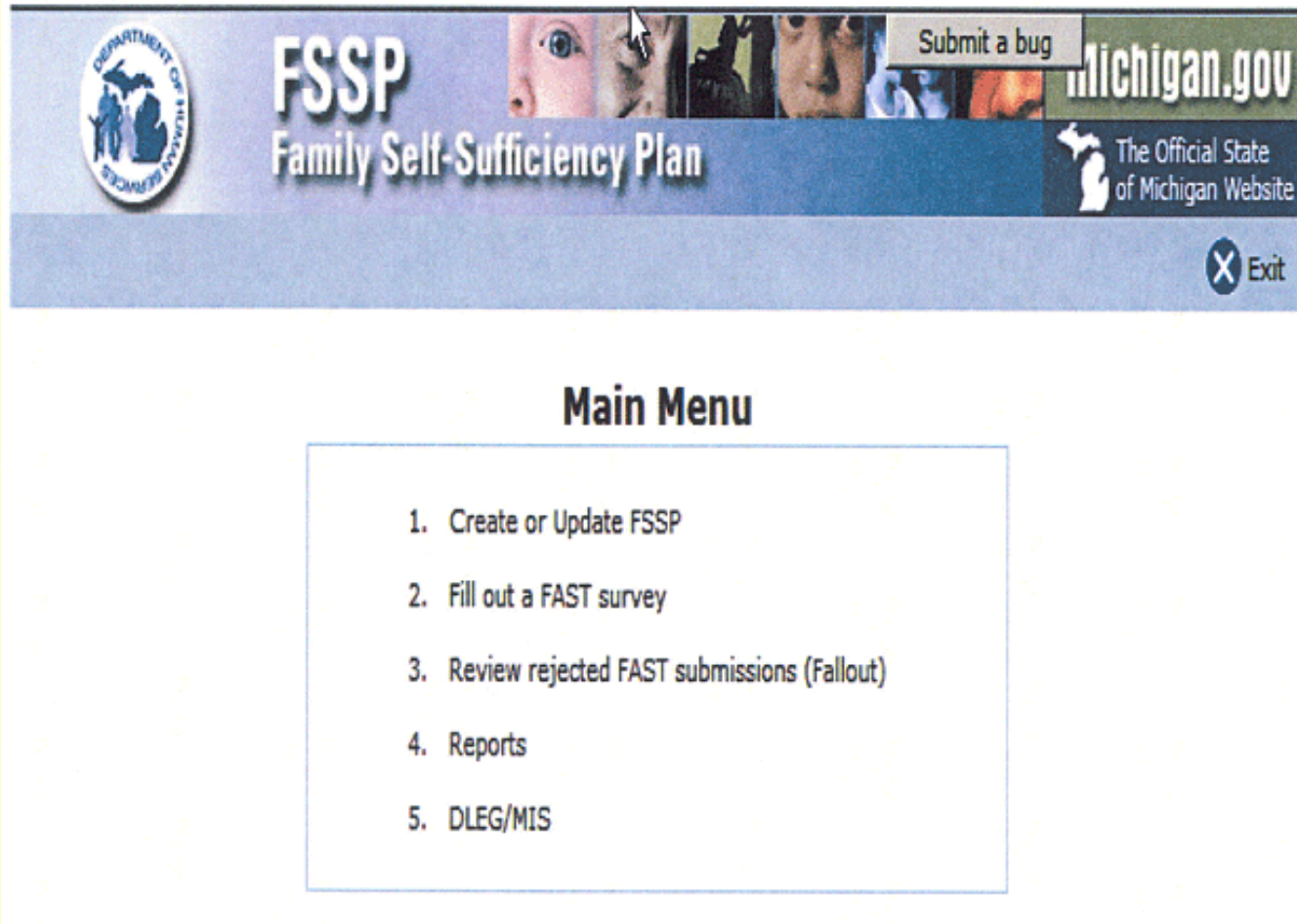
Full instructions on constructing an FSSP are printed on pages 21 through 29 in the DHS JET learner's packet.

The following section will guide you through the FSSP design process, screen by screen. (Some personal details of real-life clients have been obscured in the interest of privacy.)

Screen-by-screen through the FSSP

State of Michigan Web-Based Tool – Family Self-Sufficiency Plan

To be completed by DHS and DLEG (via MIS) Case Managers with the client within 60 calendar days from FIP/TANF/Cash Assistance opening date.




The screenshot shows the top banner of the FSSP web application. On the left is the Department of Human Services logo. In the center, the text 'FSSP Family Self-Sufficiency Plan' is displayed. To the right of the text is a collage of images including a child's face and a person's face. Further right is a 'Submit a bug' button and the 'michigan.gov' logo. Below the 'michigan.gov' logo is the text 'The Official State of Michigan Website'. In the bottom right corner of the banner is an 'Exit' button with a red X icon.

Main Menu


1. Create or Update FSSP
2. Fill out a FAST survey
3. Review rejected FAST submissions (Fallout)
4. Reports
5. DLEG/MIS

NOTE: The "Notice" column under FAST refers to the date the FAST notice (DHS-1535 / 1536) was sent to the client.




FSSP
 Family Self-Sufficiency Plan

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michigan.gov
 The Official State of Michigan Website

 Exit



Search Criteria

DHS Case No:



FSSP
 Family Self-Sufficiency Plan

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 FSSP Search
  Exit


Case Number:

Case Open On: NA

FSSP Home

Name	Client ID	Birth Date	FAST		FIP/RAP Status	PSF Status	Emp. Code	FSSP
			Notice	Completed				
PRUITT [REDACTED] SE	00 [REDACTED]	237 09/1 [REDACTED] 5	10/27/2006	10/26/2006 09:50 AM	ACTIVE	INACTIVE	WF	<input type="button" value="Edit"/>
DAVIS T [REDACTED] A NICOLE	00 [REDACTED]	177 04/1 [REDACTED] 9			ACTIVE	INACTIVE	CH	N/A
PRUITT [REDACTED] CE ANTHO	00 [REDACTED]	597 04/1 [REDACTED] 4			ACTIVE	INACTIVE	CH	N/A

Client information screens – contact information

 **FSSP** Family Self-Sufficiency Plan [Submit a bug](#) [michigan.gov](#)
The Official State of Michigan Website

[FSSP Home](#) [Exit](#)

Name: PR [redacted] ADVISE **DOB:** 09/12/1975 **Required Hours:** 20
Client ID: 002 [redacted] **Gender:** F **Planned Hours:** [redacted]
Case Number: R8 [redacted] **Contact Number:**


[Client Information](#) [Participation & Compliance](#) [Strengths & Abilities](#) [Barriers & Referrals](#) [Goals & Activities](#) [Personal Contract](#)

[Contact Information](#) [Personal Characteristics](#) [Vocational History](#)

Client Contact Information

[Print](#)

Client information screens – personal characteristics


FSSP
 Family Self-Sufficiency Plan
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FSSP Home
 Exit

Name: PRUI [redacted] ISE DOB: 09/12/1975 Required Hours: 20
 Client ID: 0025 [redacted] Gender: F Planned Hours: [redacted]
 Case Number: R828 [redacted] Contact Number:

Client Information Participation & Compliance Strengths & Abilities Barriers & Referrals Goals & Activities Personal Contract

Contact Information Personal Characteristics Vocational History

Add **Work History** Print

	Date Entered	Entered By	Employer Name	Position	Begin Date	End Date

Add **Education History** Print



	Date Entered	Entered By	Institution	Program/Class	Degree/Certification	Begin Date	End Date
<input type="checkbox"/>	01/07/2007	IottM	afgsg		fgsg	01/01/2007	01/05/2007
<input type="checkbox"/>	10/26/2006	Client			Some college		

Add **Testing Results** Print

	Date Entered	Entered By	Test Date	Test Name	Subject	Score
<input type="checkbox"/>	01/07/2007	IottM	01/01/2007	rrp	reading	10

NOTE: When DHS/JET Specialist is entering additional information for all partner agencies to see, be sure to mouse click the 'Save' button at the bottom of this screen after entering data.

Client information screens – Work and education history


FSSP
 Family Self-Sufficiency Plan
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[FSSP Home](#)
[Exit](#)

Name: PRUISE
Client ID: 0025
Case Number: R828
 DOB: 09/12/1975
Gender: F
Contact Number:

Required Hours: 20
Planned Hours:

[Client Information](#)
[Participation & Compliance](#)
[Strengths & Abilities](#)
[Barriers & Referrals](#)
[Goals & Activities](#)
[Personal Contract](#)

[Contact Information](#)
[Personal Characteristics](#)
[Vocational History](#)

[Add](#)
Work History
[Print](#)

	Date Entered	Entered By	Employer Name	Position	Begin Date	End Date

[Add](#)
Education History
[Print](#)

	Date Entered	Entered By	Institution	Program/Class	Degree/Certification	Begin Date	End Date
<input type="checkbox"/>	01/07/2007	IottM	afgsg		fgsg	01/01/2007	01/05/2007
<input type="checkbox"/>	10/26/2006	Client			Some college		

[Add](#)
Testing Results
[Print](#)

	Date Entered	Entered By	Test Date	Test Name	Subject	Score
<input type="checkbox"/>	01/07/2007	IottM	01/01/2007	rrp	reading	10

NOTE: When DHS/JET Specialist is entering additional information for all partner agencies to see, be sure to mouse click the 'Save' button at the bottom of this screen after entering data.

Participation & Compliance screen

FSSP
Family Self-Sufficiency Plan

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FSSP Home | Exit

Name: PR [redacted] VISE | DOB: 09/12/1975 | Required Hours: 20
Client ID: 002 [redacted] | Gender: F | Planned Hours: [redacted]
Case Number: R8 [redacted] | Contact Number:

Client Information | **Participation & Compliance** | Strengths & Abilities | Barriers & Referrals | Goals & Activities | Personal Contract

Participation

Print

Countable Months	Planned Hours			Countable Hours
	Core	Non-Core	Other	
32	50	10	10	60

Add

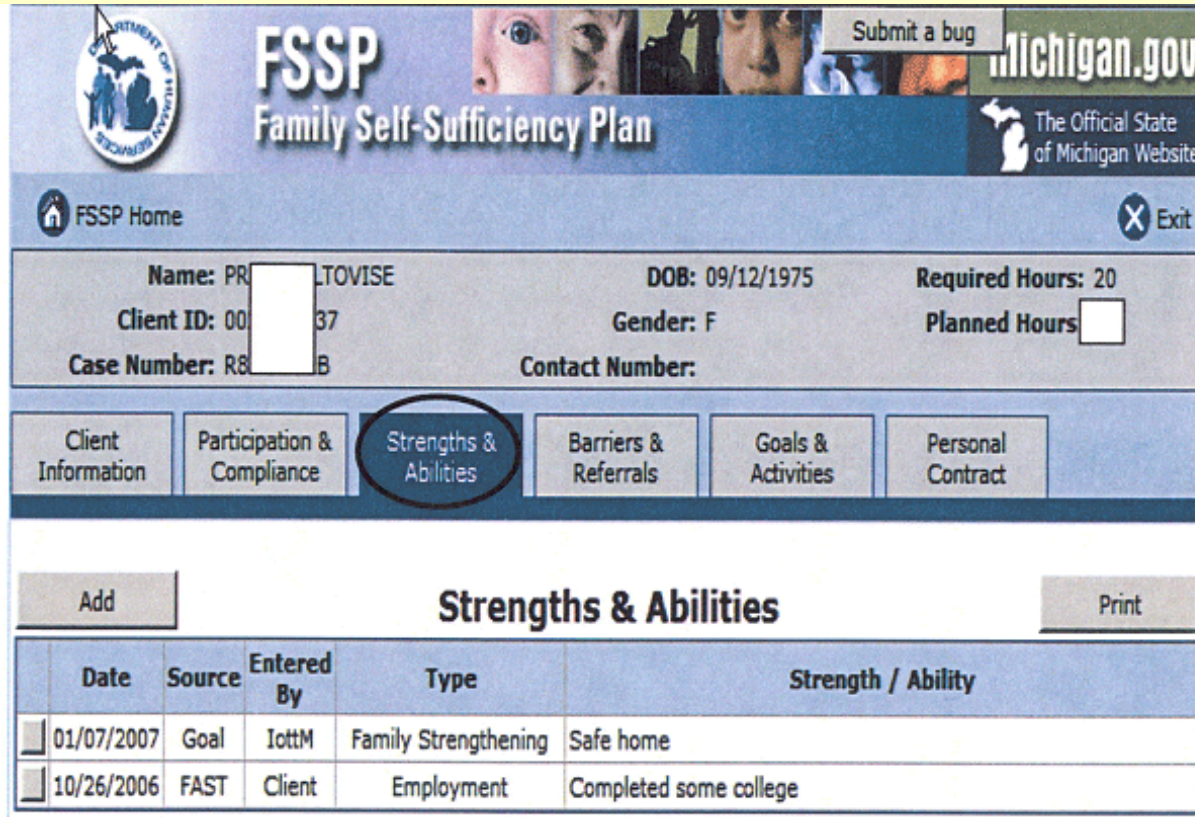
Records of Noncompliance

Date of Noncompliance	Type	Date Sent	Date of Triage	Client Attended	Outcome	Date of Determination
10/02/2006	Other			N/A	No Good Cause Granted	10/25/2006

Countable Months – The number of months this family/person has received Temporary Assistance for Needy Families (TANF)/FIP/Cash Assistance since turning 18 years and an adult member of a case.

Participation planned hours are derived from the Goals/Activities that the DHS/JET specialist and/or MWA/JET specialist enters into the MIS system, and which will transfer into the FSSP.

Strengths & Abilities screen



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FSSP Home | Exit

Name: PR [redacted] TOVISE DOB: 09/12/1975 Required Hours: 20
Client ID: 00 [redacted] 37 Gender: F Planned Hours: [redacted]
Case Number: R8 [redacted] B Contact Number: [redacted]

Client Information | Participation & Compliance | **Strengths & Abilities** | Barriers & Referrals | Goals & Activities | Personal Contract

Add | **Strengths & Abilities** | Print

	Date	Source	Entered By	Type	Strength / Ability
<input type="checkbox"/>	01/07/2007	Goal	IottM	Family Strengthening	Safe home
<input type="checkbox"/>	10/26/2006	FAST	Client	Employment	Completed some college

This screen asks for key information from the client's responses to the FAST questions. The info should be used during the interview to clarify and support the strengths and abilities identified by the client. Additions can be made to this list after the FSSP interview and throughout monitoring.

Barriers & Referrals screen

FSSP Family Self-Sufficiency Plan

Client Name: PR [redacted] ADVISE DOB: 09/12/1975 Required Hours: 20
Client ID: 00 [redacted] Gender: F Planned Hours: [redacted]
Case Number: R8 [redacted] Contact Number: [redacted]

Client Information Participation & Compliance Strengths & Abilities **Barriers & Referrals** Goals & Activities Personal Contract

Barriers

	Date	Source	Entered By	Type	Barrier
<input type="checkbox"/>	10/26/2006	FAST	Client	Family Strengthening	Explore need for counseling or support group for family due to a child attempting to injure self or another and losing interest in or been unable to enjoy things they liked
<input type="checkbox"/>	10/26/2006	FAST	Client	Family Strengthening	Explore need for counseling or support group for family due to losing interest in or been unable to enjoy things they liked
<input type="checkbox"/>	10/26/2006	FAST	Client	Family Strengthening	Potential Domestic Violence issues (Explore need for Intervention)
<input type="checkbox"/>	10/26/2006	FAST	Client	Employment	Possible substance abuse issues (Explore need for substance abuse assessment, treatment, or support group)
<input type="checkbox"/>	10/26/2006	FAST	Client	Employment	Previously in special education

Referrals

	Date	Source	Entered By	Potential Referral
<input type="checkbox"/>	10/26/2006	FAST	Client	Suggest Michigan Rehabilitation Services

This screen asks for information from the client's FAST responses. The info should be used during the interview to explore areas of concern identified by the client. While talking with the client, the specialist should determine appropriate referral. Referrals should only be logged when a need is identified but an activity cannot be planned to address that need.

Goals & Activities screens – Goals and goals history

FSSP Family Self-Sufficiency Plan

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FSSP Home | Exit

Name: PR [redacted] VISE | DOB: 09/12/1975 | Required Hours: 20
Client ID: 00 [redacted] | Gender: F | Planned Hours: [redacted]
Case Number: R8 [redacted] | Contact Number: [redacted]

Client Information | Participation & Compliance | Strengths & Abilities | Barriers & Referrals | **Goals & Activities** | Personal Contract


Goals | Core | Non-Core | Other

Add | **Goals** | Print

	Entered Date	Type	Statement	Begin Date	Target Date	End Date
Goals History						
<input type="checkbox"/>	01/07/2007	Family Strengthening	safe home	01/01/2007		01/05/2007
<input type="checkbox"/>	01/07/2007	Family Strengthening	Safe home	01/01/2007	01/05/2007	01/05/2007

This screen provides the opportunity to explore with the client his or her goals and what s/he is doing and could do in order to reach them.

Goals & Activities screens – Core Activities

 **FSSP**
Family Self-Sufficiency Plan

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[FSSP Home](#) [Exit](#)

Name: PR [REDACTED] TOVISE DOB: 09/12/1975 Required Hours: 20
Client ID: 00 [REDACTED] 37 Gender: F Planned Hours:
Case Number: R8 [REDACTED] B Contact Number:

Client Information Participation & Compliance Strengths & Abilities Barriers & Referrals **Goals & Activities** Personal Contract

Goals Core Non-Core Other

Add		Current Activities				Print
	Entered Date	Type	Activity / Description	Begin Date	Target Date	End Date
<input type="checkbox"/>	07/25/2006	Employment	Job Search/Job Readiness Assistance /	07/21/2006		
<input type="checkbox"/>	01/08/2007	Education and Training	Vocational Education Training /	01/01/2007	01/12/2007	

Activities History					
Entered Date	Type	Activity / Description	Begin Date	Target Date	End Date

Goals & Activities screen – Core Activities

Client Information	Participation & Compliance	Strengths & Abilities	Barriers & Referrals	Goals & Activities	Personal Contract
Goals		Core Activities		Non-Core Activities	Other Activities

Current Activities


Print

Date Entered : 1/23/2007	Activity: Vocational Education Training
Source: FSSP	Program: <input type="text"/>
Entered By: RenoB2	Location: <input type="text"/>
Type: Education and Training	Description: <input type="text"/>
Status: Planned	
Begin Date: <input type="text"/>	
Target Date: <input type="text"/>	
End Date: <input type="text"/>	
Planned Hours/wk: <input type="text"/>	
Actual Hours for Week(s): <input type="text"/>	

Comment

SaveCancel

Goals & Activities screens – Non-Core Activities

**FSSP**
Family Self-Sufficiency Plan

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[FSSP Home](#)[Exit](#)

Name: P... DVISE**DOB:** 09/12/1975**Required Hours:** 20
Client ID: 001**Gender:** F**Planned Hours:**
Case Number: R81**Contact Number:**

Client Information

Participation & Compliance

Strengths & Abilities

Barriers & Referrals

Goals & Activities

Personal Contract

Goals

Core

Non-Core

Other

Add

Current Activities

Print

	Entered Date	Type	Activity / Description	Begin Date	Target Date	End Date
<input type="checkbox"/>	01/08/2007	Education and Training	High School Completion/GED /	12/04/2006	01/05/2007	

Activities History

	Entered Date	Type	Activity / Description	Begin Date	Target Date	End Date
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Goals & Activities screens – Non-Core Activities

Client Information	Participation & Compliance	Strengths & Abilities	Barriers & Referrals	Goals & Activities	Personal Contract
Goals		Core Activities		Non-Core Activities	Other Activities

Current Activities

Print

Date Entered : 1/23/2007

Source: FSSP

Entered By: RenoB2

Type: Education and Training

Status: Planned

Begin Date:

Target Date:

End Date:

Planned Hours/wk:

Actual Hours for Week(s):

Activity: High School Completion/GED

Program:

Location:


Description:

Comment

Save

Cancel

Goals & Activities screens – Other

**FSSP**
Family Self-Sufficiency Plan

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[FSSP Home](#) [Exit](#)

Name: PR [REDACTED] TOVISE **DOB:** 09/12/1975 **Required Hours:** 20
Client ID: 00 [REDACTED] 87 **Gender:** F **Planned Hours:** [REDACTED]
Case Number: R8 [REDACTED] B **Contact Number:**

[Client Information](#) [Participation & Compliance](#) [Strengths & Abilities](#) [Barriers & Referrals](#) **[Goals & Activities](#)** [Personal Contract](#)

[Goals](#) [Core](#) [Non-Core](#) **[Other](#)**

[Add](#) **Current Activities** [Print](#)

	Entered Date	Type	Activity / Description	Begin Date	Target Date	End Date
<input type="checkbox"/>	01/08/2007	Family Strengthening	Addressing Domestic Violence / Client will contact the shelter today to learn about resources available.	10/26/2006	01/05/2007	

Activities History

	Entered Date	Type	Activity / Description	Begin Date	Target Date	End Date
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THIS IS THE MOST IMPORTANT PART OF THE TRAINING

The client's actual hours **must be documented**. The following slide provides a view of the screen you will see as you log each client's actual hours of participation. The screen is configured to show six months' worth of actual hours.

FSSP Activities - Microsoft Internet Explorer

Add
Current Activities
Print

	Date Entered	Type	Activity / Description	Begin Date	Target Date	End Date
	02/09/2007	Employment	On-the-Job Training /	02/09/2007	08/17/2007	

Date Entered : 02/09/2007
Source: FSSP
Entered By: KennellK
Type: Employment
Status: In Progress
Begin Date: 02/09/2007
Target Date: 08/17/2007
End Date:

Activity: On-the-Job Training
Employer: Copyright Co
Position: proof reader
Wage: 9
City: Jackson
State: Michigan
Description:

Planned Hours/wk: 20

Actual Hours for Week(s):

Start Week: 2/4/2007 - 2/10/2007
Hours: 15
Save Weeks

End Week: 7/29/2007 - 8/4/2007

Week Covered: 2/4/2007 - 2/10/2007
Hours:
Save Week


Entered Hours: 15
Entered By: KennellK


Comments

Save
Delete
Cancel

Done
Internet

Personal Contract

**FSSP**
Family Self-Sufficiency Plan

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[FSSP Home](#) [Exit](#)

Name: PR [REDACTED] LTOVISE **DOB:** 09/12/1975 **Required Hours:** 20
Client ID: 00 [REDACTED] 37 **Gender:** F **Planned Hours:** [REDACTED]
Case Number: R8 [REDACTED] B **Contact Number:**

[Client Information](#) [Participation & Compliance](#) [Strengths & Abilities](#) [Barriers & Referrals](#) [Goals & Activities](#) [Personal Contract](#)

[Contract Agreements](#) [Workers Tasks](#) [All Sections](#) [All Sections & Comments](#)

[Add](#) **Client Contract Agreement Dates** [Print](#)

	Entered Date	Entered By	Agreement Date	
<input type="checkbox"/>	10/26/2006	IottM	10/26/2006	

07/13/2008

PERSONAL CONTRACT
Family Self Sufficiency Plan
Michigan Department of Human Services

Name: COT [REDACTED] M JESSIE L	DOB: 06/21/1988	Required Hours: 30
Client ID: 0080 [REDACTED]	Gender: F	Current Hours:
Case Number: K33 [REDACTED]	Contact Number:	Additional Hours:

Goals

Entered Date	Type	Goals	Status	Begin Date	Target Date
07/13/2008	Education and Training Employment Family Strengthening	Goal Number One for FSSP client JESSIE L	Assigned	07/12/2008	07/14/2008
07/12/2008	Employment Family Strengthening	Goal Number 2 for this person.	Assigned	07/13/2008	07/15/2008

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Education and Training Activities

Entered Date	Activities	Hours per Week	Status	Begin Date	Target Date
07/12/2008	Internships, Practicums and Clinicals/The Description	10	Assigned	07/12/2008	07/14/2008
07/12/2008	Vocational Education/Activity 2 for Edu/Tm.	22	Assigned	07/13/2008	07/15/2008

Employment Activities

Entered Date	Activities	Hours per Week	Status	Begin Date	Target Date
07/12/2008	Child Care for Community Service/The Description	10	In Progress	07/12/2008	07/14/2008
07/12/2008	Unsubsidized Employment/Activity 2 for Emp.	22	In Progress	07/13/2008	07/15/2008

Family Strengthening Activities

Entered Date	Activities	Hours per Week	Status	Begin Date	Target Date
07/12/2008	Establishing Eligibility for Disability/The Desc.	11	Assigned	07/12/2008	07/14/2008
07/12/2008	Caring for a Disabled Relative/Activity 2 for FS.	22	In Progress	07/13/2008	07/15/2008



FSSP

Family Self-Sufficiency Plan

Submit a bug

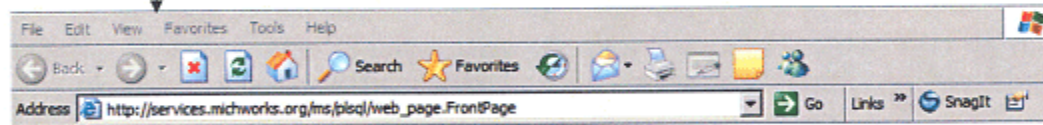
Michigan.gov

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Exit

Main Menu

1. Create or Update FSSP
2. Fill out a FAST survey
3. Review rejected FAST submissions (Fallout)
4. Reports
5. DLEG/MIS



Connect to services.michworks.org

plsq

User name:

Password:

☐ Remember my password

OK Cancel

Monitoring Reports Search Criteria

Enter Load Number:					
County:	<input type="text" value="33"/>	District:	<input type="text" value="00"/>	Section:	<input type="text" value="02"/>
		Unit:	<input type="text" value="02"/>	Specialist:	<input type="text" value="02"/>
Report Type:					
<input checked="" type="radio"/> Pending FAST <input type="radio"/> Pending FSSP <input type="radio"/> Complete FAST/FSSP					

New types of reports will be available in February, including one specifically intended for Monitoring activities.

Part II of the JET training Webinar will focus on Michigan Rehabilitation Services (MRS) and how best to work with IN clients.

*The JET Cross-Agency
Training group thanks you for
your participation today.*